

**Subject:** Fwd: SPHWF 2018 Renewal Assessment Data for LA County  
**From:** Rick Scott <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)>  
**Date:** 06/15/2017 08:37 AM  
**To:** San Pedro Historic Waterfront PBID <[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)>  
**CC:** Rosemary Hinkson <[rosemary.hinkson@lacity.org](mailto:rosemary.hinkson@lacity.org)>, Dennis Rader <[dennis.rader@lacity.org](mailto:dennis.rader@lacity.org)>

Lorena,

The due date for the County data is actually June 1, 2017. However with the BID renewing so late please send the data no later than July 1st. (See the attached email).

Thank you.

----- Forwarded message -----

From: **Rick Scott** <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)>  
Date: Thu, Jun 15, 2017 at 7:36 AM  
Subject: SPHWF 2018 Renewal Assessment Data for LA County  
To: San Pedro Historic Waterfront PBID <[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)>  
Cc: Dennis Rader <[dennis.rader@lacity.org](mailto:dennis.rader@lacity.org)>, Rosemary Hinkson <[rosemary.hinkson@lacity.org](mailto:rosemary.hinkson@lacity.org)>, Eugene Van Cise <[eugene.vancise@lacity.org](mailto:eugene.vancise@lacity.org)>, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)>, Mario Montez <[mario.montez@lacity.org](mailto:mario.montez@lacity.org)>, Garen Yegparian <[garen.yegparian@lacity.org](mailto:garen.yegparian@lacity.org)>

Lorena,

Please have your data person prepare and submit the BID's 2018 renewal assessment data to be placed on the County's Tax rolls:

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns.

Government owned parcels (if any) are to be included on a separate sheet and same format in the same Excel file as non-government owned parcels.

**Note that the database must be formatted as follows:**

- **Have two digits to the right of the decimal**
- **All zero assessment parcels removed**
- **Agency account number is listed just once at the top of the sheet**
- **No totals**
- **No currency formatting**

- **No dashes in the parcels numbers**
- **No hidden rows or columns**
- **No formulas (only numbers and text)**

Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at [Dennis.Rader@lacity.org](mailto:Dennis.Rader@lacity.org).

If you have any questions, please contact Dennis Rader at [\(213\) 978-1120](tel:(213)978-1120).

Thank you.

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Rick Scott  
Neighborhood and Business Improvement District Division  
Office of the City Clerk  
[213.978.1121](tel:213.978.1121) direct  
[213.978.1099](tel:213.978.1099) main  
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—Attachments:—

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SP Historic Waterfront 2018 County Submittal Template.xlsx

13.9 KB